

Consent Agenda

Agenda Item #	4A
Meeting Date	April 6, 2009
Prepared By	Lonni Moffet Communications Manager
Approved By	Barbara B. Matthews City Manager

Discussion Item	Single Reading Ordinance Authorizing Execution of a Contract to Provide Video Engineering and Integration Services
Background	<p>Contract Video Specialists (CVS), a video engineering firm, has assisted City TV with all major and minor upgrades over the last decade. Projects have included the installation of robotic cameras in the Council Chambers, the complete refurbishment of the Control Room in the late 1990s, and most recently the installation of playback automation equipment in the control room. The firm has also provided “on call” assistance when equipment malfunctions.</p> <p>CVS has been serving as the City’s Audio-Visual Consultant on the Auditorium Renovation project. Services provided to date have included meeting attendance, system design and equipment specification, and coordination with the project architect and City staff.</p> <p>CVS’ assistance will continue to be required as the renovation of the Auditorium moves forward. Other anticipated work would include installation of wiring and equipment to allow live cablecast from the Azalea Room, where the Council will meet while the Auditorium is being renovated. The cost of these various projects is estimated to be \$50,000.</p> <p>Staff has indentified a GSA Contract for “Assessment, Design, and System Integration Services” on which the City can “piggy-back” for the services of CVS.</p>
Policy	<p><u>City Code Section 7.04.060</u>: “The City Council shall, by ordinance duly enacted, approve all expenditures of \$5,000.00 or more for professional services. .. ‘</p> <p><u>City Code Section 7.08.070</u>: “Cooperative Purchasing. The City Administrator may enter into contracts or agreements for cooperative purchasing...”</p>
Fiscal Impact	Funding for the services to be provided by CVS is included in the FY 2009 budget. Cable equipment grant monies are restricted and can only be used for expenditures which support the City’s government access cable channel, Takoma Park City TV.
Attachments	<p>GSA Contract Schedule 58 I Professional Audio/Video, Telecommunications and Security Solutions. Contract Number: GS-03F-0054P</p> <p>Single Reading Ordinance Awarding a Contract for Audio-Visual System Integration Services</p>
Recommendation	Adopt ordinance and authorize contract with Contract Video Specialists.

Special Consideration	
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**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is www.gsaadvantage.gov

**SCHEDULE 58 I PROFESSIONAL AUDIO/VIDEO,
TELECOMMUNICATIONS AND SECURITY SOLUTIONS.**

Contract Number: GS-03F-0054P

For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at www.fss.gsa.gov

Period Covered by Contract: 6/15/2004 through 6/14/2009



Contract Video Specialists Inc.

**10545 Guilford Road, Suite 107
Jessup, MD 20794**

Phone Number: 301-470-2800

Fax Number: 301-604-5600

www.contractvideo.com

Contract Administrator: John Fleetwood

Email: jfleetwood@contractvideo.com

Business Size: Veteran-Owned, Small Business

CUSTOMER INFORMATION:

1.a SIN 58-8 Professional Audio/Video Assessment, Design, and Integration

Assessment, Design, and System Integration services associated with professional communications equipment products, such as the assessment, design, and integration of: current facilities, audio/video production and asset management needs, asset and facility security, and Section 508 compliance .

SIN 58-10 Professional Audio/Video Services

Services associated with the professional communications equipment products not covered by SINs 58-8 and 58-9.

1b. Lowest Priced Option

The lowest priced option available under this contract is 1 hour of Installer at \$78.70/hr

1c. Travel

Travel outside the Washington DC Metro area is reimbursable at the cost of travel plus the applicable government per-diem rate.

2. Maximum Order

SIN 58-1 Max Order \$50,000

Sin 58-3 Max Order \$100,000

SIN 58-8 Max Order \$500,000

SIN 58-10 Max Order \$50,000

3. Minimum Order

The minimum dollar value of orders issued under this contract is \$50.00

4. Geographic Coverage

Continental U.S.

5. Point of Production

Jessup, Maryland

6. Discounts

Prices listed herein are NET: discounts have been deducted

7. Quantity Discounts

None

8. Prompt Payment Terms

None

9. Government Credit Cards

a. are accepted at or below the micro-purchase threshold

b. are accepted above the micro-purchase threshold

10. Foreign items

None

11a. Time of Delivery

58-8: As Specified by Work Order

58-10, 58-1, 58-3: Subject to manufacturer's product/part availability

11b. Expedited Delivery

Call for availability of expedited delivery.

11c. Overnight and 2-day delivery

**58-8: Customer may contact the Contractor for rates for overnight
and 2-day delivery**

58-10, 58-1, 58-3: Subject to manufacturer's product/part availability

11d. Urgent Requirements

58-8: Customer may contact the Contractor for rates and availability

58-10, 58-1, 58-3: Subject to manufacturer s product/part availability

12. F.O.B. Point

Destination

13a. Ordering address

Contract Video Specialists Inc.

10545 Guilford Rd., Suite 107,

Jessup, MD 20794

13b. Ordering Procedures

For supplies and services, the ordering procedures, information on Blanket

Purchase Agreements (BPA s), and a sample BPA can be found at the GSA/FSS

Schedule homepage www.fss.gsa.gov/schedules

14. Payment Address

Contract Video Specialists Inc.

10545 Guilford Rd., Suite 107

Jessup, MD 20794

15. Warranty Provision

All Contract Video Specialists Inc. services are warranted for 1 year.

16. Export Packing

Not applicable

17. Terms and Conditions of Government Purchase Card Acceptance

Government credit cards are accepted for purchases above and below the micro level.

Terms and conditions remain the same.

18. Terms and Conditions of Rental, Maintenance, and Repair

Maintenance and repair services are available.

Rental services are not available.

Terms and conditions remain the same.

19. Terms and Conditions of Installation

Installation is available.

Terms and conditions remain the same.

20. Terms and Conditions of Repair Parts

Repair parts are available at Manufacturer s List Price.

Manufacturer s warranty applies.

Terms and conditions remain the same.

21. List of Service and Distribution Points

Jessup, MD

22. List of Participating Dealers

None

23. Preventive Maintenance

Preventative maintenance is available.

Terms and conditions remain the same

24a. Special Attributes

Not applicable

24b. 508 Compliance on EIT Supplies and Services

Not applicable

25. DUNS number - 17-422-9666

26. CCR database

Contract Video Specialists Inc. is registered in the CCR: Cage Code 3N4F2

Introduced by:

**CITY OF TAKOMA PARK, MARYLAND
ORDINANCE NO. 2009-**

**AWARD OF CONTRACT
FOR AUDIO-VISUAL SYSTEM INTEGRATION SERVICES**

WHEREAS, the City has previously utilized the services of Contract Video Specialists for various projects associated with Takoma Park City TV, the City's cable channel; and,

WHEREAS, the City requires audio-visual assistance with the upgrade of City TV and with the renovation of the Auditorium; and,

WHEREAS, the Communications Manager has recommended that the City retain Contract Video Specialists for the aforementioned work in light of the firm's experience building existing cable facilities; and,

WHEREAS, the Communications Manager has indentified a GSA Contract for "Assessment, Design, and System Integration Services" on which the City can "piggy-back" for the services of Contract Video Specialists; and,

WHEREAS, in accordance with the City's procurement regulations, this is a cooperative purchase and exempt from competitive bidding; and,

WHEREAS, funding for the work to be performed by Contract Video Specialists is included in the FY 2009 budget.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND THAT:

SECTION 1. The City Manager is authorized to enter into a contract with Contract Video Specialists to provide system integration services on an as-needed basis for a sum not to exceed \$50,000.

SECTION 2. This Ordinance shall become effective upon adoption.

Adopted this__ day of April, 2009 by roll-call vote as follows.

AYE:

NAY:

ABSTAIN:

ABSENT: